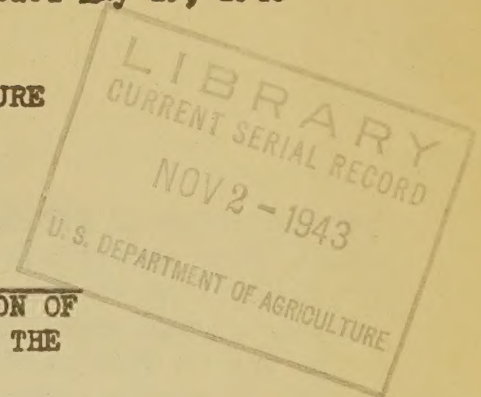


Issued May 19, 1943

UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD DISTRIBUTION ADMINISTRATION  
SUGAR BRANCH



INSTRUCTIONS RELATIVE TO DETERMINATION OF  
PERFORMANCE UNDER THE PROVISIONS OF THE  
1943 SUGAR BEET PROGRAM  
(For Use by County Committees)

In determining performance under the 1943 sugar beet program county committees will follow the general policy in effect for determining performance under the 1943 agricultural conservation program and the work will be combined to the greatest practical extent.

Farming Unit Report Form

A form SB-702, Farming Unit Report, will be completed for each sugar beet producing farming unit in the county. FARMING UNIT means all land which is farmed by an operator within a State. Moreover, if land in more than one State is farmed by one operator and if any of the work stock, farm machinery, and labor which is used on the land in one State is also used on land in another State, all of such land shall be considered as one farming unit. A TRACT means any portion of a farming unit on which a crop of sugar beets was planted for harvest in which at least one producer has a different interest from that which he has in the sugar beet crop on any other such portion of the farming unit.

1943 Sugar Beet Growers

The State committee<sup>ee/</sup> will secure from sugar companies and furnish to county committees lists of growers with whom beet sugar companies have contracted for the 1943 crop of sugar beets. These lists will include the names and addresses of growers, the location of growers by townships or loading stations, and the factories for which the acreage is contracted. This information should be transferred in the county office to the heading of forms SB-702 preparatory to the determination of performance.

Determination of Sugar Beet Acreage

County committees should attempt to secure acceptable measurements from growers or sugar companies. However, these measurements should be checked with farm maps wherever possible. Although there are no limitations on acreage, correct acreage data are important in determining wages, abandonment and deficiency payments and records of production.



### Child Labor

The deduction of \$10.00 per day or portion of a day for violations of the child labor provisions remains in effect. Since it is impracticable under war conditions to determine performance in accordance with previous procedure, county committees will depend largely upon the certification of producers in this particular. Cases of alleged violations coming to the notice of county committees or county office personnel must, of course, be investigated to determine applicable deductions from payments.

### Wage Rates

Persons who determine performance should be informed concerning the provisions and interpretations of the 1943 wage rate determination. Wage claims will be handled on forms SB-503 and SB-504 according to instructions set forth in Part VII of SB-506.

### Farming Practices

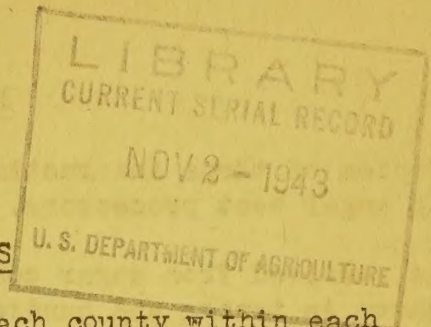
Except in California, the requirements and specifications of farming practices are identical to those in effect for 1942. Only sufficient practices to meet the requirements, one-half acre for each acre of beets (except in California), need be listed. If performance is not checked with growers in time to provide opportunity for late compliance, growers should be adequately warned of this requirement.

In States other than California, if sugar beets are planted on rented acreage which would otherwise be part of another farm, as much as 75% of the required practices may consist of practices carried out on such other farm in excess of any practices required for sugar beets planted thereon. Example: 40 acres of beets planted on such rented acreage-----20 acres of practices required---75% of 20 or 15 acres of practices could consist of excess practices carried out on the "other" farm. A somewhat similar provision is effective in California, except that a minimum acreage of practices must be carried out on the farming unit, notwithstanding certain special reductions in amounts of practices required. Example: 40 acres of beets planted on such rented acreage--a minimum of 12.5% of 40 or 5 acres of practices must be carried out on the farming unit, although the total of required practices might be only 10 acres.

### Acreage Abandonment

At harvest time the State committee should secure from sugar companies and furnish to county committees lists showing the cases of acreage abandonment by counties. If possible these lists should show for each case the exact acreage and the cause of abandonment.



WAR FOOD ADMINISTRATION  
FOOD DISTRIBUTION ADMINISTRATION  
SUGAR BRANCHINSTRUCTIONS FOR COMPLETION OF  
SB-7. SUGAR BEET MARKETING REPORTPART I - FOR SUGAR BEET PROCESSORS

Prepare a separate report, in triplicate, of growers in each county within each factory district. Do not report for more than one county on the same page. Where conveniently possible record names of growers alphabetically for each loading station or minor civil division in the county. Number the pages consecutively for each county report and complete the heading on the first page of each report. Identify the crop as to year by the entry in the first space of the second line of the heading.

Where "individual test" contracts are used, partial reports should be submitted periodically during the harvest season whenever a substantial number of growers have completed delivery. Where other contracts are used, the report should be submitted for all growers as soon as delivery is completed. No entry will be made in column (5) in the latter case and the State office should be advised of the district average sugar content at the completion of the factory run.

Column (1). Record the name of the grower, and below the name of each grower insert the names of other persons known to be (a) owners of a part of the sugar beet crop, or (b) owners of the land on which the sugar beets were grown.

Column (2). Record the address of each grower listed in column (1).

Column (3). Indicate the land tenure of each person listed in column (1) by inserting the letter "O" for an owner and "T" for a tenant.

Column (4). Record to the nearest tenth of a ton the number of tons of sugar beets delivered by each grower.

Column (5). For districts in which settlement is based on individual tests, record to the nearest hundredth of a percent the average sugar content of the sugar beets delivered by each grower listed in column (1), however, for districts in which settlements under the grower-processor contract are made on percentages of sugar content rounded to tenths, record such percentages in tenths. For other districts the entry will be made in the State office, unless transmittal of the report is delayed until the average percentage is known.

Upon the last page of each county report, type and complete the following certification:

I hereby certify that the information reported herein for the company was taken from company records and is true to the best of my knowledge.

\_\_\_\_\_  
(Signature of agent of the company)

Forward the original and two copies of each county report to the State Agricultural Conservation Committee of the State in which the county is located.



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PART II - FOR STATE COMMITTEES

Copies of these instructions and a supply of forms SB-7 have been sent directly to sugar beet processors.

As received from sugar companies, entries in columns (4) and (5) of SB-7 should be shown in tenths and hundredths, respectively. However, if a sugar company has expressed entries in such columns to a greater number of decimal places, such entries shall be rounded back to the proper number of decimal places. Decimals shall be rounded according to the rule used in previous sugar programs.

For districts in which sugar beets are contracted under "individual test" contracts, complete all copies of SB-7 as follows:

1. Enter in column (6) for each grower the rate of commercially recoverable sugar per ton of sugar beets shown on SB-5 for sugar beets of the percentage of sugar content shown in column (5).
2. Enter in column (7) for each grower the result (rounded to one decimal place) obtained by multiplying the entry in column (4) by the entry in column (6).

For districts in which sugar beets are contracted under another type of contract, complete all copies of SB-7 as follows:

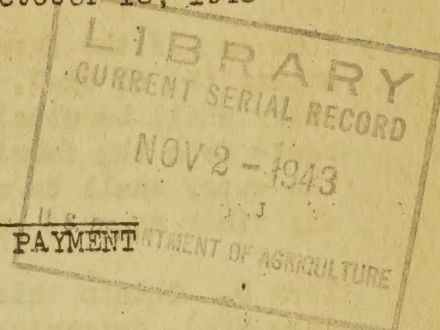
1. Enter in column (5) the average percentage (rounded to two decimal places) of sugar content of the cossettes of all of the sugar beets delivered from the district, as reported by the sugar company to the State committee. Such entry need be made only once on each sheet.
2. Enter in column (6) the rate of commercially recoverable sugar per ton of sugar beets (rounded to three decimal places). Such entry need be made only once on each sheet and shall be obtained by multiplying the entry in column (5) by .194.
3. Enter in column (7) for each grower the result (rounded to one decimal) obtained by multiplying the entry in column (4) by the entry in column (6).

When a set of forms SB-7 for a county has been completed and all computations verified, the original shall be forwarded to the county office, the first copy shall be forwarded to the Division office, Washington, D. C., and the second copy shall be retained in the State office.



Issued October 13, 1943

WAR FOOD ADMINISTRATION  
FOOD DISTRIBUTION ADMINISTRATION  
SUGAR BRANCH



INSTRUCTIONS FOR PREPARATION OF APPLICATIONS FOR PAYMENT  
SB-720, 1943 SUGAR BEET PROGRAM

(For Use by County Committees)

PART I - PREPARATION OF REGULAR APPLICATIONS

The application shall be prepared with typewriter or indelible pencil. If an error is made on application, the incorrect entry shall not be erased but shall be deleted by drawing a line through it and the correct entry shall be entered in the nearest available space. Any spaces for which there is no applicable entry may be left blank.

SB-702-Farming Unit Report, SB-7-Sugar Beet Marketing Report for the 1943 Crop, and in some cases SB-405-Supplement to Farming Unit Report, will be used in the preparation of the application. Form SB-405 will be prepared in accordance with instructions in SB-406A for each farming unit consisting of more than one tract. Forms SB-7 will be received from the State office.

All entries in Section III of the application except items 4, 5, 15 and 16 shall be in tenths. Entries in items 4, 15 and 16 shall be in hundredths, and the entry in item 5 shall be in thousandths. Entries in columns (2) and (3) of Section IV shall be in hundredths. Decimals shall be rounded according to the rule used in previous sugar programs.

Applications should not be prepared in cases in which farming unit reports, wage claims or other evidence on file indicate that the conditions for payment have not been fully met. Where such conditions may have been met but a particular matter is to be checked with the operator-producer before signatures are obtained, the application may be prepared but it must be properly flagged. Preparation of an application will begin with the entry of the required data in the upper right-hand corner.

Section III. Computation of Payment.

Entries in Section III must refer to sugar beets planted for harvest in the crop year 1943 for the extraction of sugar.

Item 1. Obtain this entry from column (c) of Section II of SB-702.

Item 2. Obtain this entry from column (d) of Section II of SB-702.

Item 3. Obtain this entry from column (4) of SB-7. If more than one sugar company contract is in effect with respect to one farming unit, and if data are reported separately for each contract, it will be necessary to combine two or more entries in column (4) of SB-7. On the other hand, if a contract covers more than one farming unit, it will be necessary to divide the tonnage.



Item 4. If the farming unit consists of only one tract, obtain this entry from column (5) of SB-7. If the farming unit consists of more than one tract, the entry shall be obtained from the total of column (6) of SB-405. If the sugar beets from the farming unit were marketed under an "individual test" contract, the entry shall be made in item 4(a). If the sugar beets were marketed under any other type of agreement, the entry shall be made in item 4(b).

Item 5. Obtain this entry from column (6) of SB-7. If an entry was made in item 4(a), determine that the rate is, according to SB-5, the correct rate of commercially recoverable sugar per ton of sugar beets of the percentage of sugar content shown in item 4(a). If an entry was made in item 4(b), verify the rate of commercially recoverable sugar per ton of sugar beets by multiplying the entry in item 4(b) by .194.

Item 6. Obtain this entry from column (7) of SB-7 and verify by multiplying the entry in item 3 by the entry in item 5.

If sugar beets were marketed from a farming unit under other than an "individual test" contract to more than one factory, draw a vertical line or lines through the spaces for entries in items 3, 4, and 5, and enter the appropriate data for the sugar beets marketed to each factory in a separate column. Then obtain one entry for item 6 by adding the results obtained by multiplying the entry in item 3 by the entry in item 5 in each column.

Item 7. Obtain the entry for 7(a) from column (19) of the approved SB-709, Listing Sheet--1943 Sugar Beet Program, and the entry for 7(b) from column (22) of such listing sheet. Item 7(a) is included in the 1943 application for the information of producers.

Items 11 and 12. Enter the results of the indicated computations.

Items 8 and 13. Before an entry is made in either of items 8 or 13, it must be determined that (1) the sugar beets were planted on land suitable for the production of sugar beets and were cared for up to the time of abandonment or harvest, as the case may be, in a manner which could have been expected, under average conditions, to produce a normal crop of sugar beets, (2) the abandonment or crop deficiency resulted directly from "drought", "flood", "storm", "freeze", "disease" or "insects", and (3) the farming unit is in an area which will be designated as an abandonment and crop deficiency area.

Items 8, 9 and 10. If any abandoned acreage is approved for payment, enter in item 8 the number of such acres and the cause of the abandonment (drought, flood, storm, freeze, disease or insects) and complete items 9 and 10, otherwise leave items 8, 9 and 10 blank. In any case, the entry in item 8 plus the entry in item 2 will not, of course, exceed the entry in item 1.

Item 13. If any crop deficiency is approved for payment, enter in item 13 the amount of such approved deficiency and the cause thereof, otherwise leave this item blank. In any case the entry in item 13 plus the entry in item 6 will not exceed the entry in item 12.



Items 14 and 15. Enter the results of the indicated computations.

If the entry in item 14 is in excess of 7,000 cwt., obtain the entry for item 15 by using the following computation schedule. The schedule shall be prepared in triplicate and copies shall be attached to the white, cherry and green colored copies of the application.

Sugar for Payment (cwt.)	Maximum quantity for payment at each rate (cwt.)	Smaller of (1) and (2) (cwt.)	Rate	Payment (3) x (4)
(1)	(2)	(3)	(4)	(5)
	7,000		\$ 0.80	\$
	7,000		\$ 0.75	\$
	6,000		\$ 0.70	\$
	10,000		\$ 0.60	\$
	30,000		\$ 0.55	\$
	60,000		\$ 0.525	\$
Total	xxxx	xxxxx	xxx	\$

To obtain the total payment by use of this schedule, enter on the first line in column (1) the total amount of sugar shown in item 14 of the application. Enter on the second line in column (1) the results obtained by subtracting 7,000 from the entry on the first line in column (1). Continue this procedure using the applicable hundredweight in column (2) until the entry in column (1) is equal to or smaller than the entry in column (2). Thereafter, enter in column (3) on each line the smaller of the entries in columns (1) and (2). Enter the total of column (3), which must equal the entry on the first line of column (1). Obtain the entries for column (5) by multiplying each entry in column (3) by the corresponding entry in column (4). Obtain the total of the entries in column (5) and transfer the total to item 15.

Item 16. Enter in the second space in this item the number of days or portions of days during which there was failure to fully comply with the child labor provisions of the Sugar Act and enter in the first space the amount computed at \$10 per day per child for each such day or portion of day. The final entry for item 16 will be 99.0% of the entry in item 15 less any deduction for child labor employment.



#### Section IV. Distribution of Payment.

Column (1). Enter the names and addresses of the operator-producer, any other producers and producer-processor in the designated subsections, except that if the producer-processor is the operator-producer, it will not be necessary to enter his name as operator-producer. If any one of the producers is indebted to the United States Government, enter on the last two lines in the subsection in which his name is entered the name of the governmental agency to which he is indebted, and enter immediately thereafter the amount of the indebtedness. Obtain these entries from the county register of indebtedness. However, if the producer is indebted because of a 1943 crop insurance commodity note or on account of 1943 conservation materials, the entry for the indebtedness should only be made if it is determined that the applicant's 1943 Agricultural Conservation Program payment is not sufficient to fully liquidate the indebtedness.

Column (2). Enter the percentage of payment to which each producer is entitled. If the farming unit consists of only one tract, these percentages should appear in Section II of SB-702. If the farming unit consists of more than one tract, the entries shall be obtained from column (7) of Section II of SB-405. The total of column (2) must equal 100.00.

Column (3). Enter the amounts obtained by multiplying the entry in item 16 of Section III by the respective entries in column (2). In the case of a producer indebted to the United States Government, enter in column (3) opposite the name of the governmental agency the smaller of the amount of the producer's payment and the amount of his indebtedness. Reduce the amount of payment to the producer as shown in column (3) by the amount being set off to liquidate the indebtedness. Enter the total of column (3). This total must equal the entry in item 16 of Section III except that any difference due solely to the rounding of fractions may be disregarded.

Signatures of Producers. With due regard to the representations in Section I, the operator-producer and other producers, if any, shall sign in the spaces of Section IV indicated for their signatures. The operator-producer shall be informed that his copy of the application will be mailed to him at a later date.

Each producer should sign his name exactly as it appears in the application, except that if his name has been incorrectly spelled, the producer should sign his name correctly and the spelling shall be corrected.

The lower subsection of Section IV is provided for the signature of any producer who was in 1943 a processor of sugar beets or who was indirectly a processor of sugar beets, as in the case of a holding company, subsidiary company, or person who had a controlling interest in a beet sugar company. All producer-processors of the 1943 sugar beet crop have met the "fair price" condition of payment.

The lower subsection may be used for another producer, if necessary, by deleting the word "processor". In case there are more producers than subsections, continue the application on another form SB-710. Enter the code and serial numbers on the continuation form, complete Sections IV and V, and staple the form to the front part of the application.



If a producer dies after the harvest of the sugar beets with respect to which application for payment is made and before the application is signed, the application shall be signed by the representative of the estate of such deceased producer, or by his heirs. Similarly, if a producer is declared incompetent by a court of competent jurisdiction during such period, the application shall be signed by the guardian of the estate of the incompetent person. If a producer dies or is declared incompetent after transmittal of the application to the State office but before payment is certified, the State committee shall be requested to return the application to the county office and a new application shall be signed by the proper parties.

Section V. Certificate of County Committee. Any corrections which have been made in the cause of abandonment or deficiency, in the printed name or address of a producer, or in the basic data which causes an increase in the amount of payment after such amount has been entered in Section IV must be initialed by the county committee-man who signs in Section V.

If the signature of any producer could not be obtained because of failure to locate the producer, or because of his refusal to sign, or for any other reason, the application may be certified for payment to the other producer or producers. The county committeeman shall prepare, sign and attach to the application a statement setting forth the reason for failure of the producer to sign.

The date the application was filed in the county office need not be entered unless the application is submitted after June 1, 1945.

With due regard to the representations in Section II, a county committeeman shall sign in the space provided in Section V.

Distribution of Copies of Application. When properly completed all copies of the application with carbons still inserted shall be forwarded to the State office on a regular transmittal form. After examination the second and third copies will be returned to the county office. The third copy should then be mailed to the operator-producer.

When the first transmittal of applications is forwarded to the State office, the county committee shall also submit any certifications of abandonment and deficiency areas which are required. If such certifications cannot be prepared at the time of the first transmittal of applications, due to the fact that the forms SB-7 thus far received do not list data for a sufficient number of farms, any applications under which abandonment and deficiency payments probably will be made shall be withheld until such certifications can be prepared.

## PART II - ESTABLISHMENT OF ABANDONMENT AND CROP DEFICIENCY AREAS

The county committee shall determine the number of farming units on which the actual production of commercially recoverable sugar from the acreage planted to sugar beets in 1943 is less than 80% of the normal production of commercially recoverable sugar because of drought, flood, storm, freeze, disease or insects.



This number can be readily determined by totaling (1) the number of farming units which have no acreage abandonment and for which deficiencies of production will be approved as shown by entries in item 13 of Section III of SB-710 and (2) the number of farming units which have approved acreage abandonment and for each of which Section III of SB-710 shows an entry in item 6 smaller than 80% of the result obtained by multiplying the entry in item 1 by the entry in item 7 (b).

If the number of farming units so determined is 10% or more of the total number of farming units in the county on which sugar beets were planted, the county committee shall prepare in triplicate a certification similar to the following and shall transmit the original and one copy of such certification to the State committee.

CERTIFICATION OF ENTIRE COUNTY AS  
ABANDONMENT AND DEFICIENCY AREA  
1943 SUGAR BEET PROGRAM

I, a member of the county committee of \_\_\_\_\_ county, hereby certify that the county committee has determined from the records of all of the farming units in the county upon which sugar beets were planted for harvest in 1943 that on 10% or more of such farming units, the actual yields of commercially recoverable sugar were less than 80% of the respective normal yields from the planted sugar beet acreage for such farming units because of drought, flood, storm, freeze, disease, or insects.

The county committee, therefore, designates the entire county as a sugar beet acreage abandonment and crop deficiency area.

For the County Committee: \_\_\_\_\_

If the number of farming units so determined is less than 10% of the total number of farming units in the county on which sugar beets were planted, the county committee shall determine whether, for any local producing area within the county, the number of farming units so determined is 10% or more of the farming units on which sugar beets were planted in such local producing area. A local producing area shall be deemed to include all contiguous farming units in a county which are found by the County committee to be similar with respect to types of soil, or with respect to topography. Farming units separated by any natural barrier such as mountains, or by large areas of land, shall not be included within the same local producing area.

For each local producing area which the county committee desires to designate as an acreage abandonment and crop deficiency area, the committee shall prepare in triplicate a certification similar to the following and shall transmit the original and one copy of such certification to the State committee.



CERTIFICATION OF LOCAL PRODUCING AREA  
AS ABANDONMENT AND DEFICIENCY AREA  
1943 SUGAR BEET PROGRAM

I, a member of the county committee of \_\_\_\_\_ county, hereby certify that the county committee has determined from the records of the farming units covered by the farming unit reports numbered \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, which are all of the farming units upon which sugar beets were planted for harvest in 1943 in a local producing area consisting of contiguous farming units which are similar with respect to types of soil or with respect to topography, that on 10% or more of such sugar beet producing farming units the actual yields of commercially recoverable sugar were less than 80% of the respective normal yields from the planted sugar beet acreage for such farming units because of drought, flood, storm, freeze, disease, or insects.

The county committee, therefore, designates the local producing area in which the above-listed farming units are located as a sugar beet acreage abandonment and crop deficiency area.

For the County Committee: \_\_\_\_\_

PART III - PREPARATION OF SUPPLEMENTAL APPLICATIONS AND  
HANDLING OF SUSPENDED APPLICATIONS, ADJUSTMENTS, ETC.

Preparation of Supplemental Applications

Where it is necessary to submit a supplemental application in a case in which the original application was approved in order to complete payment to part of the producers on a farming unit, the supplemental application shall be completed in every detail except that it shall be signed only by the producer who failed to sign the original application. The word "Supplemental" shall be entered above the title. The serial number shall be the same as that assigned in the original application, except that it shall be followed by the letter "x" for the first supplement in each case, "y" for any second supplement required and "z" for the third.

Handling of Suspended Applications

Applications which have not been properly prepared will be returned from the State office to the county office for correction. A correction of any of the basic data on the application must be initialed by the county committeeman who signed in Section V, although, if such committeeman is not available at the time the suspended application is under consideration, the correction may be initialed by another committeeman who should sign in Section V above the signature of the committeeman who originally signed.



### Cases Involving Adjustments

If it is determined, after submission of an application to the State office and before payment is received, that an error was made in the application, the State office shall be requested to return the application to the county office for correction. If necessary, a new application shall be prepared. However, the original incorrect application, as well as the new application shall be submitted to the State office and a brief statement, signed by a member of the county committee, setting forth the reason for the correction, shall be attached to the corrected application.

Cases involving adjustments, cases involving checks which may not be delivered because of the death of the payees, failure to locate the payees or the refusal of the payees to accept such checks, cases involving lost, stolen, or destroyed checks, cases involving refunds, and cases involving indebtedness shall be handled in accordance with the procedure in effect for the Agricultural Conservation Program. For cases involving indebtedness, the order of priority applicable under the 1943 Agricultural Conservation Program shall be followed. It should be noted that Standard Form 1055 (and not ACP-103) will be used under the sugar beet program for cases of death, disappearance and incompetency, although it must be remembered that claims by creditors of the decedent shall not be recognized.